

Fig. 1

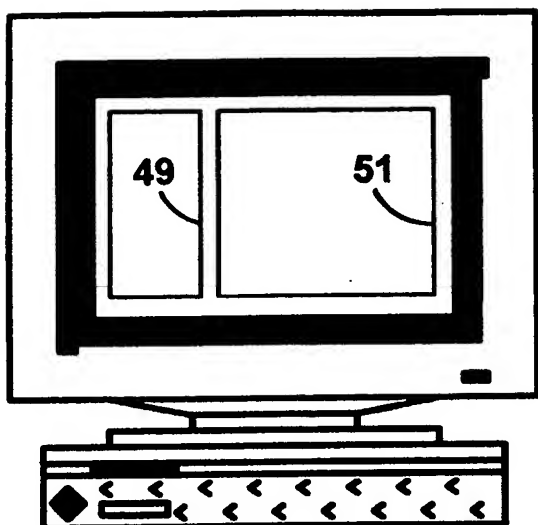


Fig. 2

Fig. 3

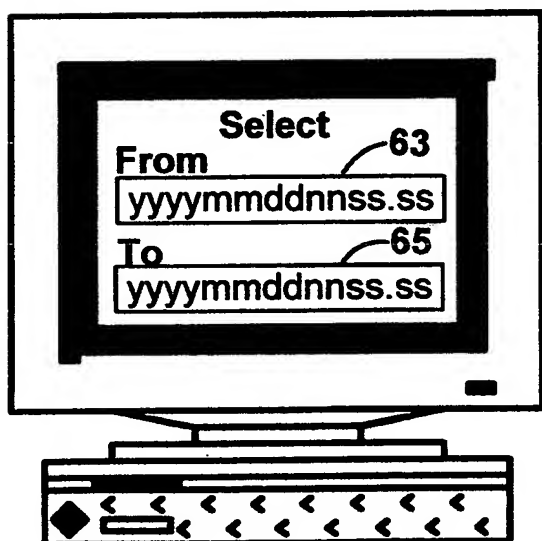
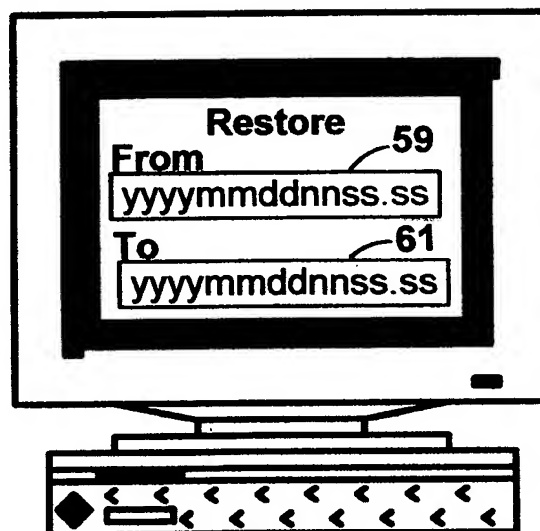


Fig. 4

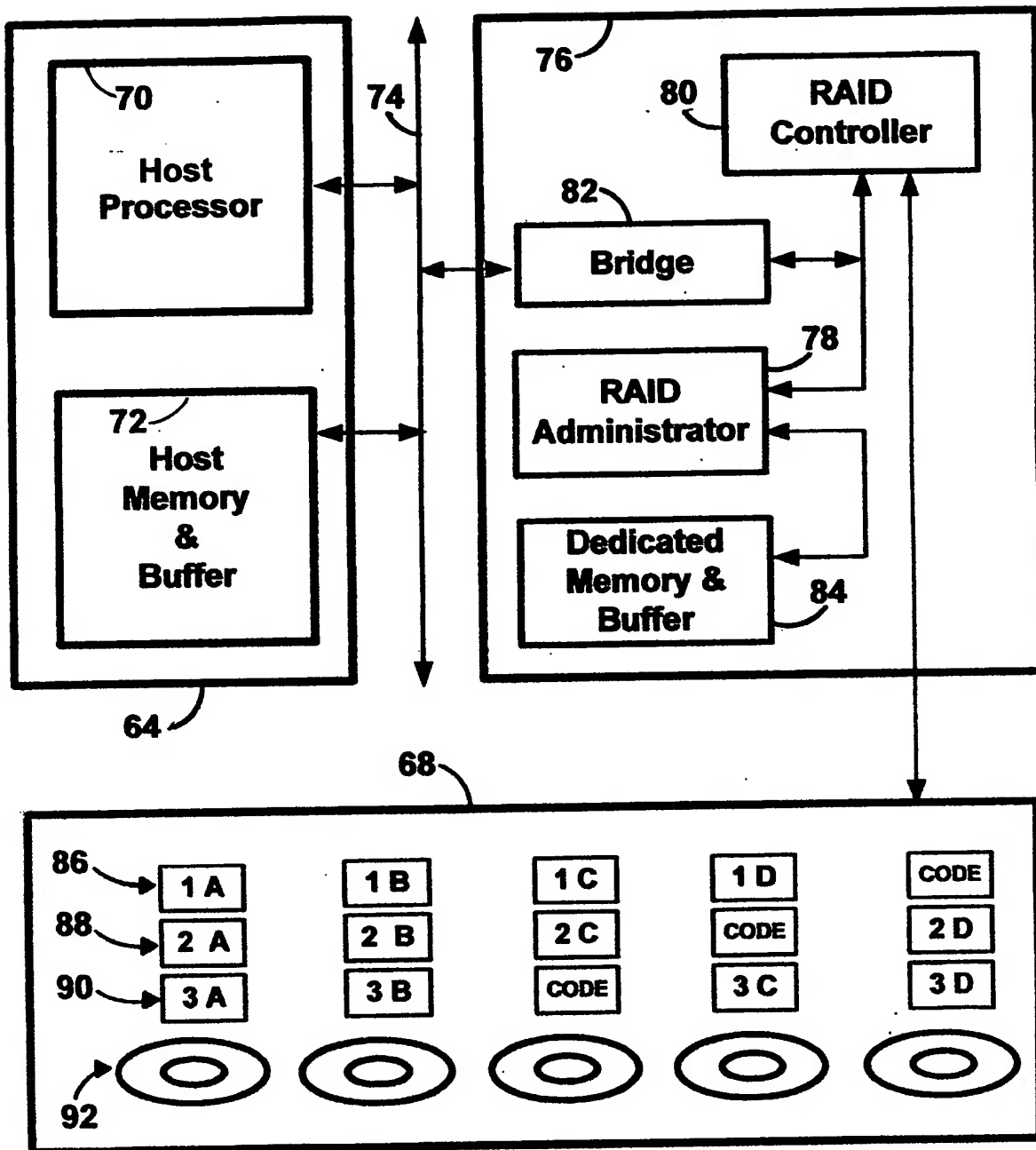


Fig. 5

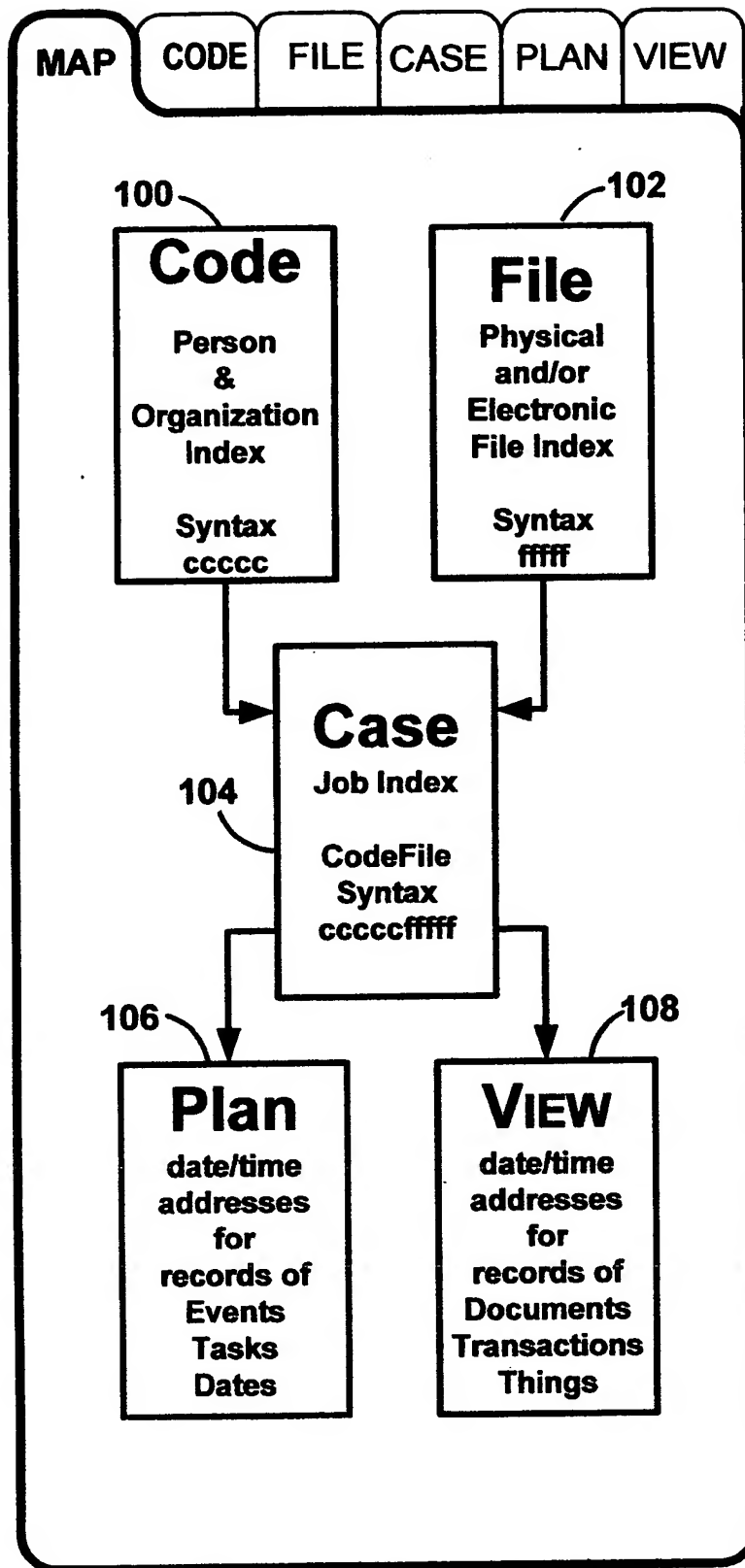


Fig. 6

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Base_Code	<input type="text"/>				
Entity_Type	<input type="text"/>				
Principal/Contact	<input type="text"/>				
Domain	<input type="text"/>				
Relationship_Type	<input type="text"/>				
Tel	<input type="text"/>				
Fax	<input type="text"/>				
E-mail	<input type="text"/>				
Name_Index	<input type="text"/>				
Full_Name_Memo	<input type="text"/>				
Related_ID's	<input type="text"/>				
ID_Description	<input type="text"/>				

Person/Organization

Principal/Contact

Self/Family
Client/Customer
Associate/Consultant
Professional
Vendor/Supplier
Government
Business Partner
Licensor/Licensee
Director/Officer
Employee

Fig. 7

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Base_Number	<input type="text"/>				
Electronic/Physical	<input type="text"/>				
Physical_Form	<input type="text"/>				
Physical_Location	<input type="text"/>				
Official_Number	<input type="text"/>				
Official_Date	<input type="text"/>				
File_Description	<input type="text"/>				
Predecessor_Number	<input type="text"/>				
Successor_Number	<input type="text"/>				
Phys_Trash_Date	<input type="text"/>				
Elec_Trash_Date	<input type="text"/>				
Trash_Description	<input type="text"/>				

SELECT
Electronic
& Physical
Electronic Only
Physical Only

SELECT
Repository Folder
Repository Box
Repository Shelf

Fig. 8

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date_Time					
Base_Code					
Base_Number					
JOB_No					
JOB_Name					
Track					
Phase					
JOB_Type					
JOB_Location					
JOB Description					

1st 4 letters of
surname or
primary company
name
&
1st letter of first
name or
secondary
company name

Combination of
Base_Code
&
Base_Number

Fig. 9

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time					
Job_No					
Track					
Phase					
Event_Date					
Event_Type					
Task_Type					
Task_Start_Date					
Task_Watch_Date					
Task_Due_Date					
Task_Done_Date					
GoTo_New_Track					
GoTo_New_Phase					
JOB_End_Date					
Event/Task Memo					

SELECT
Internal
External

Fig. 10

MAP	CODE	FILE	CASE	PLAN	VIEW
Entry_Date/Time	<input type="text"/>				
Job_No	<input type="text"/>				
Physical_Type	<div> SELECT Paper Photo CD DVD Tape </div>				
Input_Type	<div> SELECT Scanner Camera E-mail Internet Voice </div>				
Name_of_Document	<input type="text"/>				
Physical_Location	<input type="text"/>				
%_Physical Storage	<div> SELECT All Part None </div>				
Date_Of_Document (mmddyyyy)	<input type="text"/>				
Author/Source	<input type="text"/>				
Addressee/Receiver	<input type="text"/>				
Keyword(s)_1	<input type="text"/>				
Keyword(s)_2	<input type="text"/>				
View (OLE or Hyperfle)	<input type="text"/>				
Document Description	<input type="text"/>				

Fig. 11

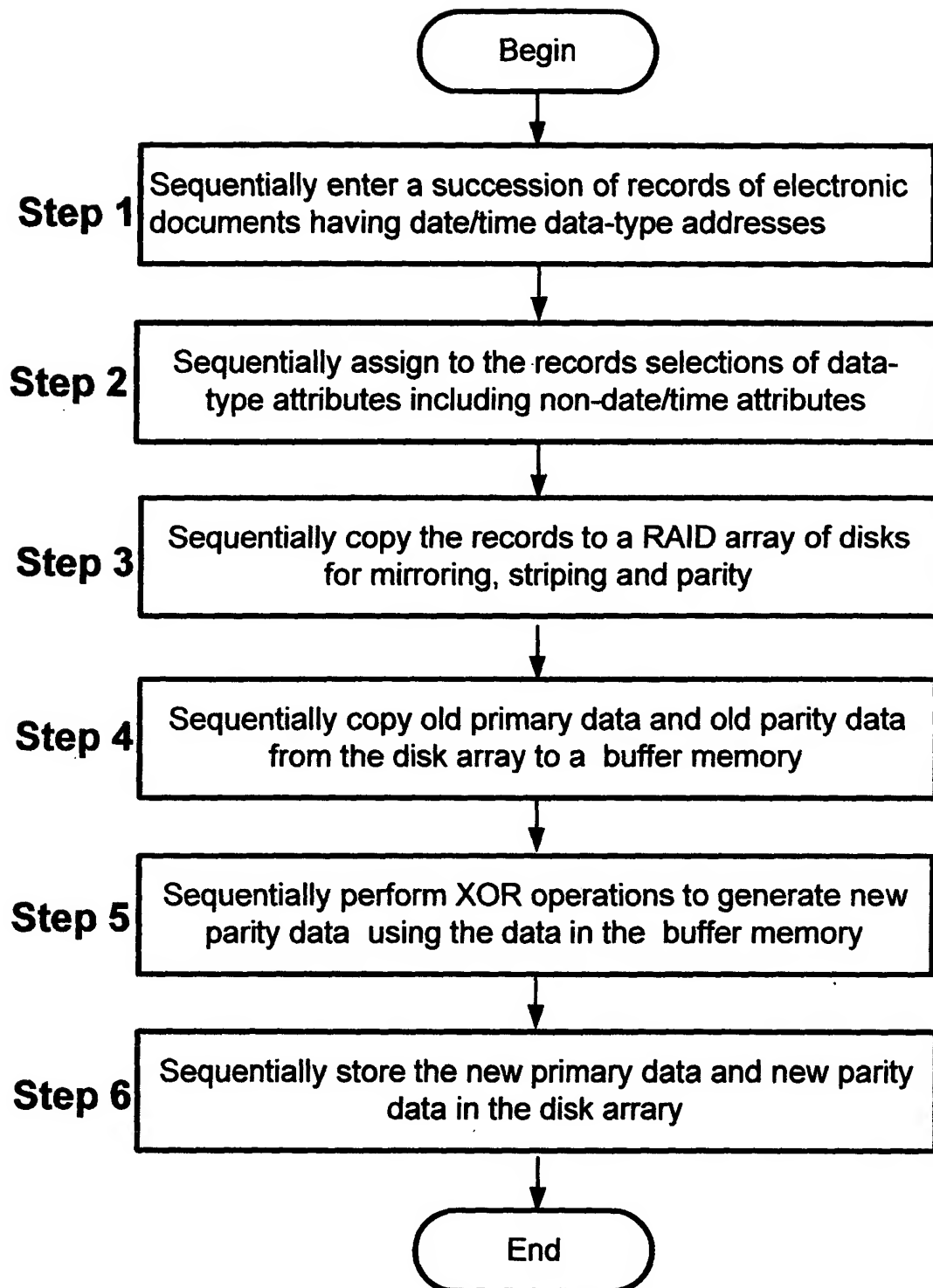


Fig. 12